

Student Assistant

*Temporary/Intermittent
10-30 hours per week*

Salary Range: \$9.00-\$12.13 per hour

Duties: Under close supervision of the Creative Solutions unit manager, the incumbent assists in the development and maintenance of the California State Auditor's HTML reports and website design. Specific duties include but are not limited to:

- Assist in the development of all HTML reports for reports issued on or after public dates.
- Assist in the design and maintenance of the California State Auditor's website.
- Assist in other administrative duties within the unit.

Hands-on training on will be provided as needed.

Desirable Qualifications:

- Information Systems or Computer Science or Graphic/Web Designer major.
- Experience with or desire to learn website development using Adobe Dreamweaver or similar software.
- Strong written and oral communication skills.
- Strong collaboration and customer service skills.
- Strong analytical, problem solving, planning, and organizational skills.
- Ability to work both independently and as part of a team.

TO APPLY, send or deliver a completed state application (STD.678), proof of enrollment, and unofficial transcripts to:

Location

California State Auditor, HR Unit
621 Capitol Mall, Suite 1200
Sacramento, California 95814

Contact

Kristina Gin
(916) 445-0255, ext. 500
kristinag@auditor.ca.gov

All applications must be postmarked no later than the final filing date. **Applications postmarked after the final filing date will not be accepted for any reason.**

FINAL FILING DATE: JULY 1, 2015

SELECTION PROCESS: To be considered for the position, you must be a college student enrolled in classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and carrying a minimum of six semester units (or nine quarter units for undergraduate students), with a grade point average of 2.0 or higher. All interested applicants must submit a standard state application (STD. 678) with an original signature and indicate **Creative Solutions position** on the application. **Emailed applications will NOT be accepted.** All appointments will be made in accordance with applicable personnel laws and rules. Only those appearing most qualified will be interviewed. Additional hires may be made from this bulletin if positions become available.

Upon appointment, all employees are subject to **fingerprinting and having a background check conducted.** All State Auditor's Office employees are excluded from collective bargaining.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.